

MINUTES OF BOARD OF TRUSTEES' MEETING  
HELD SEPTEMBER 28, 1967

Present: Dr. Wood                      Mr. Beresford                      Mr. Osborne                      Mrs. Warren  
         Mr. Cooper                      Rev. Canon Berry                      Mrs. Rosenborg                      Mr. Williams  
         Miss Voigt                      Mr. Connolly                      Mr. Schaefer                      Mrs. Casey  
         Mr. Baldwin                      Miss Duffy                      Mr. Dunkor                      Mr. Kilduff  
         Mr. Barlow                      Mrs. Koonoy                      Mr. Sterling

Minutes of the last meeting were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report which showed eight months' Receipts \$104,811.52, eight months' Disbursements \$108,445.69, Disbursements in Excess of Receipts \$3,634.17. Cash Balance \$4,471.43.

In discussing the Treasurer's Report, it was the opinion of some Board Members if the monthly cash position of the agency could be shown, it would be beneficial to all Board Members.

The Treasurer's Report was accepted as presented.

FINANCE COMMITTEE REPORT

Mr. Williams reported on September 20th the Finance Committee and Investment Advisers had met and it was the recommendation of the Finance Committee that the Palm Estate Funds which will be forthcoming to the Family Service Bureau in a few weeks, be placed in a separate account as they are restricted. The income only can be used.

The committee suggested the purchase of I.B.M. stock with the Palm Estate monies as a means of providing growth in the portfolio, plus additional revenue. It was their considered opinion by this method the restricted nature of the inheritance would be protected.

The committee also suggested the \$18,000 now available for re-investment over and above the \$12,000 from the Palm Estate, be used to purchase 15 shares of Zerox and 100 shares of Halliburton. These purchases would cost about \$9,800 and would leave a cash balance from the \$18,000 of a little over \$8,100 which could be used for future purchase of stock.

Mr. Williams indicated it was necessary for him, as chairman of the Finance Committee, to bring these transactions to the Board for on 10-31-57 "The Board ruled that the 60-40 rule regarding investment be rescinded and purchase of Common Stock should not exceed 60% of Total Endowment, and if necessary to go beyond this 60%, individual consideration would be given to each specific situation by the Board of Directors prior to action by the Finance Committee."

Since the present suggested purchase of Common Stock would exceed the 60%, it was necessary to bring this to the Board for approval.

It was moved by Mr. Osborne and seconded by Mr. Schaefer that the suggestions of the Finance Committee at its September 20th meeting be approved. The Board unanimously concurred.

After approving this action of the Finance Committee, it was moved by Mr. Dunker and seconded by Mr. Schaefer that the 60-40 rule as it now exists be waived so that the Finance Committee could take definitive action when the situation arose, rather than waiting for approval at the next meeting of the Board of Trustees.

However, in the discussion that followed, it was suggested the Finance Committee and Investment Advisors determine the percentage proportion they deemed advisable in operating the portfolio of the agency, and bring back their decision to the Board at its next meeting.

It was the consensus of the Board the Finance Committee should not be restricted in making decisions that would be beneficial to the financial condition of the agency.

#### CASE COMMITTEE REPORT

The Case Committee Report was tabled until the October Board Meeting.

#### REPORTS FROM PROJECTS

##### Project CEP

Mr. Baldwin reported the Family Service Bureau had been involved in CEP, commonly known as TEAM (Total Employment and Manpower) since 8-14-67, and since that time the Bureau has been operating out of two training centers, located at Broadway, Springfield Avenue & Bergen Street and the third center, which is not at present operating, will be opened shortly on High Street.

The Family Service Bureau's part in this program is to conduct Sensitivity Training and to provide casework help to families who have problems. The agency at the present time is open two nights a week, Tuesdays and Thursdays, providing counseling service to families. Since the beginning of the program, the agency has conducted 224 sessions. Mr. Baldwin indicated he is attending the TEAM Board Meetings which are held each Tuesday at 4 p.m.

The program as designed is to provide training and jobs for individuals from 26 census tracts in Newark, New Jersey which in the 1960 census were found to have the highest unemployed and under-employed individuals. It is hoped people who make use of the program will become employable and productive. Each applicant who comes into the program is provided with two weeks of training prior to going out to a job.

It is a program being run by the City of Newark and the United Community Corporation. The organization is run by a tripartite Board composed of representatives from the City of Newark, the United Community Corporation and the Business & Industrial Coordinating Council. The sub-contracting representative does not have a vote on the Board of Directors but participates in the Board Meetings. Family Service Bureau is one of the sub-contracting agencies.

At the present time Family Service Bureau has full and part-time employees in this program. Funds allocated to the Family Service Bureau for participation in this program have been placed in a separate account for all funds unused at the end of the ten months or 44 weeks must be returned to the Federal Government.

### PROJECT ENABLE

Mr. Osborne reported briefly on the work of Project ENABLE since the last Board Meeting and he indicated during the month of August, the ENABLE team cooperated with all the Area Boards on their Play Street Program and recruited for Groups 11 and 12 in Area Board 2. They also met with Head Start parents to discuss future groups for ENABLE. Part of the team, in the month of August, was on vacation.

### PROJECT SEED

Mrs. Casey reported on Project SEED (Skill, Escalation and Employment Development) and said since July 47 Group sessions were conducted by the Bureau with participants in this program. Topics of concern with the group covered a wide range most of them pertaining to the training itself.

In one group, referred to as the Public Service Group, which involved 28 to 30, the group as a whole was enthusiastic about the SEED Program and felt it was affording them an opportunity to get jobs which could improve their financial status. This group made some suggestions of how the program could become more important to them and they are as follows:

- 1 - Greater emphasis should be placed in training on Math word problems to better acquaint them with tests for jobs.
- 2 - Part of the training should be geared to familiarizing trainees with type of tests they will receive when applying for jobs.
- 3 - There should be a closer relationship and communication between the trainee and job developers of B.I.C.C.
- 4 - High school diploma or high school equivalency important for job applicants should be stressed and plans made to help such applicants obtain them.

In addition, the groups seen at the SEED CENTER ranged in number from 15 to 25. In these groups, as with the Public Service Group, they were enthusiastic. The role of the Leader of Family Service Bureau has been to reinforce positive attitudes and where the group expressed concerns related to a variety of topics, the leader pin-pointed and focused in such a way that individual members of the groups were able to express themselves, hopefully with increased awareness of different ways of looking at things, some more constructive than others.

In the SEED CENTER group, the group themselves felt extension of training for non-high school graduates should be mandatory. They also felt that basic education should be eliminated for high school graduates.

The group leader throughout this particular period has attempted to shift negative attitude to more positive considerations of individual responsibility and attitude toward self and job situations.

Mrs. Casey's report was accepted as presented.

### VICTORIA FOUNDATION

Mr. Kilduff reported at the beginning of this school year, there were 13 active families which included 22 adults and 62 children. When school closed in June,

Family Service Bureau was active with 23 families. During the summer Family Service Bureau closed 8 cases. These were due to transfers from the school, non-cooperation of the parents and, in most of them, an over-all improvement.

Family Service Bureau offered camping experience under Title I for four children. Three took advantage of it and profited by the experience. One reported that her mother had not gotten her ready in time. One boy received, during the year, a complete neurological examination, arranged by F.S.B., and is now in Special Education Class. This boy was one of the three who went to camp and enjoyed it.

Family Service Bureau is in the process of planning its program for the year. F.S.B. will continue to work with individual families as it has done for the last two years. F.S.B. plans to continue its Communications Meetings for discussion of cases, consultation with teachers and acquainting itself with community resources.

The Social Service Handbook, which was formulated last year, is now being distributed to the school personnel with the hope it will bring about a better understanding of all services.

Family Service Bureau has learned from the coordinator of the project that since its inception, Victoria Foundation has underwritten the whole plan. For the year 1967-1968; Victoria Foundation will underwrite 75% of the project; for 1968-1969, 50%, and 1969-1970, 25%, with the hope that it will be continued by the Board of Education after this period.

#### AGENCY STATISTICS

A brief statistical report was given by Mr. Kilduff, which compared Intake and Active Cases January through August 1966 with the same period for 1967; also scheduled appointments and fees for August 1966 and August 1967. The results were as follows:

	<u>1966</u>	<u>1967</u>
Intake January through August	814	782
Active cases January through August	2,714	2,519
Scheduled appointments for August	630	546 and 5 groups
Fees for month of August	\$630.75	\$560.50

In 1967 there has been a slight drop. However, the statistics do not reflect the projects in which the agency is now involved. The drop in fees is because many of the clients who are now coming to the agency are not in a financial position to pay even the intake fee.

Next meeting of the Board of Trustees will take place on Thursday, October 26th, at 5:45 p.m.

Edward V. Kilduff  
Executive Secretary